Student Application
CREDIT BY PORTFOLIO

I am requesting review for credit by portfolio in the course noted below. I understand the review is dependent upon the agreement of the school and the department to review the portfolio for alternative credit in the course indicated. Registration for alternative credit is processed through the Office of the Registrar (see below).

(Please note, a separate application is required for each course requested.)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M. I.</th>
<th>Student Identification Number</th>
</tr>
</thead>
</table>

I am requesting to have a portfolio reviewed for credit in the following course:

<table>
<thead>
<tr>
<th>PREFIX &amp; NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>TERM/YEAR</th>
</tr>
</thead>
</table>

I understand that if my request is accepted, I will be responsible for payment of the designated fees according to University policy as approved for the term credit is approved.

Student's Signature ____________________________ Date __________

Approval of Advisor:
I have reviewed the above request and confirm the student may satisfy specific requirements for a major in ______________________ with the requested credit by portfolio. (Note: Alternative credit is assigned as "Pass" only. If a requirement includes a minimum grade, this should be indicated on the comments section below as it will not be evident on the transcript.)

Comments

________________________________________________________

__________________________ Date __________

Academic Advisor’s Signature

Please return completed document to: Regina McFadden (rhm@uab.edu)
Office of the Registrar
1605 11th Avenue South
Birmingham AL 35294-4300
(phone: 205-934-9708)

DO NOT FAX
Instructions to Students for Application for Credit by Examination or Credit by Portfolio

- Credit by Examination (CBE) and Credit by Portfolio (CBP) are considered alternative credit at UAB. No more than 45 semester hours of alternative credit may be applied toward a degree. Only enrolled, degree-seeking students may apply to receive CBE or CBP.

- A student should submit an application for CBE or CBP to the Office of the Registrar; 1605 11th Avenue South. Applications are available from your academic advisor. The application must be signed by your academic advisor to ensure that the credit will be applicable to your degree program. In the application you acknowledge your responsibility for payment of the charges.

- The fee for CBE and CBP is based on the current rate of tuition according to your level (graduate/undergraduate) and residency status. The fee for CBE and for CBP is the full rate of tuition per hour of credit requested.

- Applications for CBE or CBP are sent to the chair of the department in which the course is taught. If alternative credit is appropriate for the course requested, the responsibility for preparing the examination or reviewing the portfolio is assigned to a member of the faculty. The Office of the Registrar will notify you promptly whether or not the application is approved and if approved tell you how to proceed.

- Approved applications are submitted to the Cashier’s Office for charges to be posted to your account. Fees for CBE and CBP are charged to your account only after you are approved for alternative credit. You will receive a copy of the approval to present to the appropriate faculty member. It is important that you clear your account promptly to avoid late charges or registration holds.

- You have 16 weeks from the time of approval to complete the work. The date required for completion should be discussed with the designated faculty member. If an extension is necessary, the faculty member responsible for the credit must request it. Such an extension may be up to a maximum of 16 additional weeks.

- Only grades of “Pass” will be posted on your transcript. If you do not do satisfactory work you will not be given a failing grade; however, fees will not be refunded.

- Credit will be posted to your transcript for the term the credit was approved. All credit for CBE and CBP will be designated as alternative credit.

- Questions should be directed to UAB Office of the Registrar, (205) 934-9708 or e-mail rhm@uab.edu.